SOLID WASTE MANAGER
JOB DESCRIPTION

Job Title: Solid Waste Manager  
Job Code: SW100
Pay Grade: 27  
Effective Date: December 2008
FLSA: Exempt  
Revision Date: September 2019

NATURE OF WORK

Oversees all aspects of the Waste Management Services Division including solid and moderate risk waste management programs; daily operations of two transfer stations, drop boxes; reuse and recycling; policy recommendations on various Division issues; post landfill closure assessments; budget preparation, monitoring & forecasting; household hazardous waste collection; media & public relations; personnel management; and implementation of projects & programs relating to the Solid Waste Utility Fund and Solid Waste Disposal District Fund.

ESSENTIAL FUNCTIONS:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Manages Solid Waste program activities and functions to protect the health and safety of the County citizens and the environment; assurs compliance with State, Federal and County policy, procedures and regulations.
- Plans, organizes, implements and oversees transfer station operations, waste collection, waste reduction, hazardous waste collection, recycling and public information programs to meet the County and community needs.
- Monitors and manages operations and assures that Solid Waste sites and program activities are in compliance with all laws, regulations and policies.
- Evaluates trends, anticipates problems, and reports on performance of the Waste Management programs.
- Plans and manages the activities of staff; plans, prioritizes and assigns tasks and projects; trains and coaches staff; monitors work, develops staff skills, and evaluates performance.
- Plans, schedules, and prioritizes Waste Management activities and projects to assure accomplishment of goals and objectives; reviews the work of assigned staff to assure the work quality and timely completion of assigned duties and responsibilities.
- Oversees special Waste Management capital projects; provides leadership, direction and guidance in Waste Management implementation strategies and procedures; assures effective communication of strategies and issues.
- Manages budget preparation and administration; monitors and controls expenditures; collects operational and administrative information and compiles data for reports; analyzes and reports usage statistics.
- Serves as subject matter expert on all Waste Management programs; prepares special and recurring reports and proposals for special projects and other Waste Management plans.
WORKING ENVIRONMENT / PHYSICAL DEMANDS:
Work is performed in a standard office environment; light physical demands; frequent use of a personal computer.

EMPLOYMENT STANDARDS:
Bachelor's Degree in Environmental Science, Business Administration, Planning or related field; AND five (5) year's experience in Solid Waste, including three (3) supervisory experience; OR an equivalent combination of education, training and experience.

40-hour hazardous materials response certification within one year of employment.

Must possess a valid Washington State Driver's License; technical training and certifications are preferred.

KNOWLEDGE AND SKILLS:
Knowledge of:
- County policies and procedures.
- Developing procedures, rules and regulations relating to Division programs and special districts.
- Principles and practices for management of projects, contracts and grant programs.
- Principles and practices of public sector purchasing and records management.
- Principles of administrative management, including personnel rules, strategic planning, budgeting and effective employee supervision.
- Principles and practices of public sector purchasing and records management.
- OSHA safety rules and regulations, and safety standards in hazardous traffic environments.
- Promoting and enforcing safe work practices.

Skills in:
- Administering and tracking financial transactions, and working within a budget.
- Tracking and analyzing Solid Waste costs and usage patterns.
- Analyzing Solid Waste problems, evaluating alternatives, and recommending methods, procedures and techniques for resolution of issues.
- Establishing and maintaining effective working relationships with co-workers.
- Managing multiple projects, and prioritizing multiple tasks and demands.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing detailed reports and records.
- Maintaining records and files.
- Managing staff, and delegating tasks and authority.
- Effective verbal and written communication.
- Operating a personal computer utilizing standard and specialized software.